

DRAFT TEAM REMITS

Note that the items under each team are not presented in any order of importance. Names of teams are subject to change. Ministry Team are ex-officio members of all teams.

WORSHIP TEAM

Co-convened by the Ministers. Organist(s)/Musical Director(s) to be ex officio members.

The remit for this team might include:

General

- supporting and enabling worship within the congregation;
- encouraging new forms of worship as required;
- encouraging participation in worship services by church members and team members and offering training to enable that participation;
- developing special worship services with the Ministers as required;
- discussing resources for worship and recommending new resources as required;
- ensuring the sound and vision equipment is suitable, in liaison with the Property and Finance Teams;
- supporting good stewardship (of money, time, talents and creation)

Music

- advising the Kirk Session on the appointment and conditions of service of a Musical Director/Organist;
- encouraging musical involvement;
- ensuring the various church copyright licenses are up-to-date;

Children and Young People

- ensuring that crèche facilities during morning worship are available with appropriate liaison with the Safeguarding Coordinator;
- developing participation of children and young people in worship, and seeking ways to promote intergenerational worship;

External Responsibilities

- liaising with local Care Homes within the parish and offering worship services;
- ensuring that there are regular opportunities during worship to encourage the Twinning Partnership with congregations in Malawi, responsibility to the World Church;

Administrative

- ensuring that the beadle's responsibilities are being effectively carried out, in consultation with the Ministers;
- ensuring that the communion equipment is correctly maintained, replacements advised to Kirk Session, and communion arrangements are in place;
- liaising with Mission and Discipleship Team over matters that crossover between the teams (such as Advent/Lent series);
- liaising with Social/Relationships Team over church flower displays for special occasions.

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MISSION AND DISCIPLESHIP TEAM

The remit for this team might include:

General

- providing ways in which people can explore and deepen their faith;
- helping members see the importance of the 'spiritual' in day to day life;
- ensuring that Safeguarding arrangements are in place by supporting the Safeguarding Coordinator;
- lead involvement in stewardship programmes focused on the use of talents;

Children and Young People

- oversight of the congregation's children's groups, including advising the Kirk Session on the appointment of leaders;
- oversight of Holiday Clubs, including advising the Kirk Session on the appointment of leaders;
- encouraging school chaplaincy and congregational involvement in supporting both Primary and Secondary schools within the parish (in partnership with Fountainhall);
- providing learning opportunities and resources for the children's, youth and adult work within the congregation and parish;

Growing Faith

- encouraging greater participation by members in church life and promoting spiritual growth;
- ensuring, in co-operation with the Ministers, that a regular Church Membership or Enquirer's course is available;
- supporting the development of a greater awareness of the wider implications of Christian faith, as it impacts justice and peace issues (for example, fair trade, world church, Christian Aid);
- creating and maintaining a library of education resources available to the congregation;
- lead involvement in stewardship programmes focused on the use of talents.

SOCIAL AND RELATIONSHIPS TEAM

The remit for this Team might include:

General

- developing means by which to encourage relationships with neighbouring congregations;
- suggesting ways in which the Kirk Session and congregation can respond to needs within the parish;
- nurturing the friendship and partnerships between partner and twinned congregations;
- lead involvement in stewardship programmes focused on the use of our time;
- oversight of the Coffee Shop(s);
- assessing possible means by which to reach out to people within the community and build friendships (aware of the need for relationship-based mission);
- providing a channel for dealing with matters of current social and community concern, advising the Kirk Session as appropriate;

Pastoral Care

- oversight of the pastoral care system;
- provision of pastoral care support for those in hospital;
- provision of pastoral programmes and appropriate training as required;

Social Events

- providing opportunities for people to come together socially and encouraging others to provide such opportunities;
- providing opportunities for fellowship following morning worship;

Communication

- oversight of communication to the community, ensuring it is regularly produced and supporting the editor;
- oversight of the church website and Facebook pages, to ensure they are best being used to encourage good communication;
- communicating with outside bodies as appropriate (e.g., Ferryhill and Ruthrieston Community Council);

Administrative

- organising the annual flower calendar and ensuring that there are flowers provided for the church sanctuaries each Sunday;
- coordinating the delivery of flowers following the services in consultation with the Ministers;

- providing link to the Living Well Café for people with dementia and other memory issues and their carers;
- maintaining a register of those willing to provide transport to the church, and making necessary arrangements as and when transport is required;
- suggest to Kirk Session a local and international charity for seasonal special collections.

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FINANCE TEAM

The remit for this Team might include:

General

- providing financial management within the congregation;
- proposing to Kirk Session appointments for office bearers related to finance: Treasurer, Offering/Gift Aid Coordinators, and Independent Examiners of Annual Report;
- supporting the Treasurer and Offering/Gift Aid Coordinators;
- liaising with the Church Administrator on matters that will be part of their job description;
- leading role in stewardship programmes focussing on money;

Financial Stewardship

- reporting to the Kirk Session on any issues of concern relating to payroll management;
- ensuring that a regular account of income/expenditure is presented and any issues highlighted to the Kirk Session;
- advising the Kirk Session on fundraising initiatives and developing such initiatives as required;
- ensuring that all monies due by or to the church are paid and received timeously in coordination with the Church Administrator;
- promoting good stewardship (financial and of the environment);

Administrative

- organising and supporting the weekly count of the offerings;
- organising who will pay in monies to the bank account(s);
- bringing an Annual Report for submission to the Kirk Session for approval as per the church and OSCR regulations;
- preparing an Annual Budget to be presented to the Kirk Session;
- reviewing the Purchasing Policy for the congregation;
- recommending to the Kirk Session hall letting charges annually;
- ensuring that insurance is appropriate and up to date;
- ensuring that correct records are maintained for financial matters.

PROPERTY TEAM

The remit for this Team might include:

General

- responsibility for the care and maintenance of the church buildings and manses;
- proposing to Kirk Session appointment for the Property Convener;
- supporting the Property Convener;
- working with and supporting the Caretaker(s);
- working with the Church Administrator as and when appropriate;
- carrying out an annual inspection of all church property;
- ensuring that the requirements of the Church of Scotland as they relate to the upkeep of property are followed;
- ensuring that church property is fit for purpose and meets the needs of those using the buildings;
- ensuring all safety equipment and services (e.g. fire alarms, first aid) are in good order;
- leading role in stewardship programmes focussed on creation;

Development

- seeking approval from the Kirk Session for work that goes beyond the agreed annual budget for the Team;
- considering changes to the church properties that would enhance their use, in consultation with other Teams;
- encouraging and enabling the congregation to continue to care for creation as an Eco-Congregation;
- liaising with the Worship Team and Mission and Discipleship Team over how best to encourage people to think about their environmental impact;
- ensuring that the ICT and AV equipment within the church is fit for use, replacing as required or providing new equipment in consultation with other Teams as necessary;
- maintaining and improving the grounds around the church buildings;
- oversight of the usage of the church premises by other organisations;

Administrative

- maintaining a register of keyholders, issuing keys as required (managed by Church Administrator);

- organising cleaning of the church building, appointment of cleaning contract, supervision of cleaner's duties, purchase of cleaning materials and equipment (via Church Administrator);
- reviewing the Grounds Maintenance Plan;
- liaising with outside bodies as required (General Trustees of the Church of Scotland, Presbytery of the North East and the Northern Isles, outside contractors, architect, and so on);
- ensuring that correct records for property matters are maintained.

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CITY CENTRE TEAM

The remit for this Team might include:

General

- exploring possible ministry opportunities within the city centre;
- praying for discernment over the way forward for the church in the city;
- engaging with other groups (such as Aberdeen Churches Together, Workplace Chaplaincy, Street Pastors) which have a locus within the city centre;
- investigating what is happening in other city centres;
- explore funding options (in partnership with Finance Team) for any future work;
- working with Fountainhall Parish Church and the Parish Grouping on matters relating to the city centre.