

## **XI ACT ANENT LOCAL ECUMENICAL PARTNERSHIPS**

*Edinburgh, 23 May 2012, Sess. V*

### **Definitions**

1. For the purposes of this Act, the following terms shall be deemed to have the meanings hereby assigned to them:
  - (a) "LEP" shall mean a Local Ecumenical Partnership adopting a uniting constitution in the form set out from time to time approved by the General Assembly and comprising a company of persons associated together for Christian worship, fellowship, instruction, mission and service on an ecumenical basis whose names are on the Roll of Communicants and Adherents kept for the LEP and who are under the pastoral oversight of a minister or ministers appointed as herein provided and under the pastoral and temporal oversight of the Scottish Churches National Sponsoring Body for Local Ecumenical Partnerships.
  - (b) "The Presbytery" shall mean the Presbytery of the bounds of the Local Ecumenical Partnership concerned.
  - (c) "The participating congregation" shall mean a Charge where, prior to its constitution as such, there has been a congregation of the Church of Scotland having full status which has resolved at a Congregational meeting called for that purpose, that it shall adopt the status of, and be constituted as, a Local Ecumenical Partnership, whether in the same or a different place. There may be one or more participating congregations in an LEP.
  - (d) "The participating denominations" shall mean those denominations whose congregations are involved in the LEP.
  - (e) The "National Sponsoring Body for Ecumenical Partnerships in Scotland" ("NSB") shall mean the body under the auspices of Action of Churches Together in Scotland ("ACTS") which negotiates agreement between the churches on matters related to Local Ecumenical Partnerships and which instigates an agreed process of visitation and review.

### **Preliminary Steps**

2. At the request of the congregation and having sought the guidance of the Ecumenical Officers of the denominations involved, under the auspices of the NSB, the Kirk Session of the participating congregation should seek the concurrence of the Presbytery of the Bounds. Concurrence should also be sought from the
  - (a) the Ministries Council, with respect to any required re-allocation of endowments;
  - (b) the Church of Scotland General Trustees;
  - (c) the Council of Assembly and the Ministries Council, in the event of any question arising with regard to accumulated shortfalls to central funds, to the extent that these had been declared by the Presbytery to be unjustified.
3. Thereafter a detailed Basis and Plan of Union (appropriately adapted to fit the circumstances applicable) shall be drawn up under the guidance of a group comprising: the existing clergy, two office-bearers of each congregation, a member from the appropriate Committee of Presbytery and the equivalent in the other denomination(s) and the Ecumenical Officers of the denominations involved ("Draft Basis"). The terms of the Draft Basis shall be presented to meetings of each participating congregation and then, if thereat approved, to the Presbytery for its concurrence, declaring that no Draft Basis affecting the rights of a minister shall be presented to his or her, or any other, congregation, without his or her prior written consent. In the event that title to any heritable property belonging to the congregation is vested in Trustees other than the Church of Scotland General Trustees, the Draft Basis shall provide for same to be transferred to and vested in the General Trustees and such transfer shall be effected prior to the constituting of the LEP.
4. There shall be transmitted thereafter by the participating congregations to the Ecumenical Relations Committee the following documents:
  - (a) A copy of the Basis ("Basis") together with extract minutes of concurrence from the

- participating congregations.
- (b) An extract minute of the Presbytery containing its concurrence with the Basis and Plan of Union.
  - (c) An Extract Minute of the Church of Scotland General Trustees concurring with the proposals.
5. The Ecumenical Relations Committee shall thereafter decide whether to recognise the LEP. The Ecumenical Relations Committee shall thereafter report the recognition of the LEP to the General Assembly.
6. The Presbytery, following upon approval of the Basis by it and the NSB and following upon the receipt of an extract minute of the Ecumenical Relations Committee recognising the LEP shall then proceed together with the appropriate body/bodies in the other participating denomination(s) to arrange the formal execution of the Constitution at an act of public worship.
7. It is declared, for the avoidance of any doubt, that on the LEP being constituted, the legal identity of the participating congregation (notwithstanding the dissolution of the Kirk Session and the Financial Board thereof ) shall be continued within the LEP, which shall, except in so far as otherwise provided for herein or in the Basis of the LEP, assume all rights and responsibilities of the participating congregation, and to which except as is otherwise provided herein shall continue to belong all property and funds belonging to, or held for, the participating congregation.
8. It is further declared that LEPs are constituted and shall operate and function in accordance with the settled law and practice of the Church, except where any provision or arrangement herein cannot be so construed and which shall accordingly be deemed an exception thereto and be interpreted as such.

#### Appointment of Ministers

9. On the occurrence of a vacancy, joint appraisal shall take place by the denominations involved with a view to the future level of ministry required. The Presbytery shall appoint representatives who, together with representatives of the other denomination(s) involved, shall review the Charge, for Church of Scotland purposes to fulfil the requirements of Act VII 2003. Where it is agreed that ministry should be supplied by the Church of Scotland the provisions of Act VIII 2003 shall apply, *mutatis mutandis*.
10. The Presbytery shall induct the Minister to the LEP having regard to the ecumenical nature of the appointment.
11. In the event of the Minister appointed being a probationer or Graduate Candidate, the Presbytery shall take the necessary steps for ordination, if required, and induction to the LEP.
12. A Church of Scotland minister shall be responsible to the Presbytery for the development of the LEP.
13. The minister of the LEP shall, upon signing the Formula, have a seat in Presbytery and shall be responsible to the Presbytery for matters of life and doctrine. Where the minister is not from the Church of Scotland but is the sole minister in the LEP, he/she will, upon signing the formula, have a seat in Presbytery. Where there is more than one minister appointed to the LEP, provided one is from the Church of Scotland, all others shall be corresponding members of Presbytery.

#### Financial Arrangements and Responsibilities

14. The stipend payable to the minister of a LEP shall be the stipend to which he or she would be entitled under the prevailing stipend structures of his/her denomination.

15. The congregation will be assessed for ministry contributions and for the wider work of the church according to the provisions of Regulations 1, 2007 or such other Regulations or other provisions as may subsequently replace them following upon consultation with the finance offices of the participating denominations.

### **Review Procedure**

16. The Review Procedure shall be as approved by the denominations through the NSB and incorporated into Act I, 2011.

17. The Charity Trustees of the LEP shall be entitled to apply to the General Trustees requesting the sale of any redundant heritable property vested in the General Trustees and to apply the sale proceeds towards the acquisition costs of any new buildings to which title shall be taken in name of the General Trustees, with the balance, if any, to be held and applied by the General Trustees as a fund for the maintenance of the properties being used by the LEP which are vested in name of the General Trustees. Where there are funds credited for the benefit of the participating Congregation of the LEP in the Consolidated Fabric Fund, the Church of Scotland General Trustees shall hold these for the purposes of maintenance of properties vested in them being used by the LEP.

18. The Charity Trustees of the LEP shall be responsible for the maintenance and insurance of all the heritable properties of the LEP and for all other outgoings with respect thereto.

19. The Presbytery within whose bounds the LEP is situated shall, at the expense of the LEP, commission and obtain professional reports on the condition of the ecclesiastical properties of each LEP which are vested in the General Trustees 5 years after its constitution and thereafter at intervals of not more than 5 years from the date of the previous report. With regard to the buildings vested in the General Trustees, the LEP shall be bound by the terms of the Act anent The Care of Ecclesiastical Buildings (Act XII 2007).

## **MODEL CONSTITUTION FOR A SINGLE CONGREGATION LOCAL ECUMENICAL PARTNERSHIP**

This Constitution was adopted on [date] [and amended on [date(s)]] and relates to the charitable unincorporated association governed by this Constitution and known as [name].

### **Introduction**

1. In this Constitution (including the Schedule to it) the following expressions have the following meanings:

- (a) the Act means the Charities and Trustee Investment (Scotland) Act 2005 or any statutory re-enactment or modification thereof;
- (b) the "Area of Benefit" means the area of benefit specified in paragraph 2 of the Schedule[to be determined by the participating denominations and when the Church of Scotland is involved shall comprise the Parish area as from time to time to be determined by the appropriate presbytery in conjunction with the other participating denominations];
- (c) "charitable purpose" means a charitable purpose under section 7 of the Act which is also regarded as a charitable purpose in relation to the application of the Taxes Acts;
- (d) "the Charity" means the charity constituted by this Constitution;
- (e) "Congregational Meeting" means a meeting of the Members;
- (f) "Co-opted Trustees" means Trustees appointed by the Trustees under clause [21c)];<sup>1</sup>
- (g) "Elected Trustees" means Trustees elected under clause [21(b)];
- (h) "The LEP" means the Local Ecumenical Partnership specified in paragraph 1 of the Schedule;

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<sup>11</sup> In most cases this would only occur where a trustee has resigned *etc* and are for the purpose of filling a vacancy which arises between AGMs; such appointments need to be regularised at the next annual meeting. Most denominations do not have co-opted trustees in any other circumstances.

- (i) “the Members” means the members of the Charity;
- (j) OSCR means the Office of the Scottish Charity Regulator as established by section 1 of the Act;
- (k) “the Participating Churches” means the Churches specified in paragraph 4 of the Schedule;
- (l) “the Participating Denominations” means the denominations specified in paragraph 3 of the Schedule;
- (m) “the Schedule” means the Schedule to this Constitution;
- (n) “the Sponsoring Body” means the Scottish Churches National Sponsoring Body for Ecumenical Partnerships in Scotland as established by the Participating Denominations and others for the oversight of LEPs;
- (o) “the Trustees” means the body of trustees constituted by clause [21] of this Constitution (who are the charity trustees of the Charity for the purposes of the Act).

### **Purpose of the Charity**

2. The purpose of the Charity is to advance the Christian faith in accordance with the principles and practices of the Participating Denominations.
3. In achieving its purpose, the Charity will engage in a range of activities, either on its own or with others, including (but not restricted to):
  - (a) the celebration of public worship;
  - (b) the teaching of the Christian faith;
  - (c) mission and evangelism;
  - (d) pastoral work, including visiting the sick and the bereaved;
  - (e) the provision of facilities with a Christian ethos for the local community, including (but not restricted to) the elderly, the young and other groups with special needs; and
  - (f) the support of other charities in the UK and overseas.

### **Membership of the Charity**

4. The duly authorised ministers for the time being of the LEP (whether ordained or lay) are Members by virtue of their office.
5. Other persons shall be entitled to membership of the Charity if entitled to membership in accordance with the provisions of the Schedule.
6. The Trustees must keep a register of Members. The register must record the name, address and any denominational affiliation within the LEP of each Member.
7. Membership of the Charity shall be terminated if the Member concerned:
  - (a) gives written notice of his or her resignation to the Trustees;
  - (b) ceases to be entitled to membership of the LEP (including as a result of any disciplinary procedure conducted by one or more of the Participating Denominations conducted in accordance with paragraph 12 of the Schedule); or
  - (c) dies.
8. Membership of the Charity is personal and not transferable.

### **Congregational meetings**

9. There shall be the following kinds of Congregational Meeting of the Charity:
  - (a) Annual Congregational Meetings;
  - (b) Ordinary Congregational Meetings<sup>2</sup>
  - (c) Special Congregational Meetings;
10. Congregational Meetings shall be convened by or on behalf of the Trustees, either:

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<sup>2</sup> [Clauses 9b, 13 and 14 should be included when at least one participating Church requires ordinary congregational meetings to be held; in other cases they are optional.]

- (a) by giving verbal notice at each service of public worship held in the LEP on the two Sundays (or, in the case of a Special Congregational meeting, the three Sundays) immediately preceding the date of the Congregational Meeting; or
- (b) by giving 14 days' (or, in the case of a Special Congregational Meeting, 21 days') notice in writing or electronically sent to the addresses recorded for the Members in the register of Members;

11. An Annual Congregational Meeting must be held within 12 months of the adoption of this Constitution and once in every subsequent calendar year.

12. The business of an Annual Congregational Meeting is to:

- (a) receive the report of the Trustees on the Charity's activities since the previous Annual Congregational Meeting;
- (b) elect Trustees from among the Members by processes that are clear and open and consistent with the practices of the Participating Denominations;
- (c) receive the accounts of the Charity for the previous financial year;
- (d) appoint an auditor or independent examiner for the Charity; and
- (e) consider any other business put before it by the Trustees.

13. [An Ordinary Congregational Meeting shall be convened on not less than three occasions in each calendar year.]

14. [The business of an Ordinary Congregational Meeting is to:

- (a) review the life and witness of the LEP;
- (b) consider topics relevant to the local and wider witness of the LEP;
- (c) receive reports covering all aspects of the life of the LEP;
- (d) consider matters brought to it by the Trustees, so as to offer advice or guidance (to which the Trustees must have regard), and to indicate support as required;
- (e) help to shape the life, work and vision of the LEP.]

15. A Special Congregational Meeting may be called at any time by the Trustees and must be called by them within 21 days after receiving a written request from at least one-tenth of the Members for the time being.

16. In the case of a Special Congregational Meeting the notice of the meeting must include an indication of the business to be transacted.

17. The business of a Special Congregational Meeting shall comprise that referred to in the notice convening it and no other.

18. No business shall be conducted at any Congregational Meeting unless at least [*number*], or [*one-third*] of the number of Members for the time being (if greater), are present.<sup>3</sup> The chair of the Trustees or (if the chair is unable or unwilling to do so) some other Member elected by those present shall preside at any Congregational Meeting.

19. Except as otherwise provided in this Constitution, every issue at a Congregational Meeting shall be determined by a simple majority of votes cast by the Members present and voting.

20. Except for the chair of the meeting, who in the case of an equality of votes has a casting vote only, every Member present in person at any Congregational Meeting is entitled to one vote on every issue.

### **Trustees**

21. The Charity shall be administered and managed by a body of trustees consisting of:

- (a) *ex officio* Trustees, being the ministers of the LEP for the time being;

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<sup>3</sup> The specific quorum requirement should be determined in the particular circumstances of the LEP.

- (b) *[insert]* Elected Trustees elected at the Annual Congregational Meeting; and
- (c) Co-opted Trustees appointed by the Trustees.<sup>4</sup>

22. The first Elected Trustees shall be elected at the meeting at which this Constitution is adopted.

23. Elected Trustees shall hold office from the end of the Annual Congregational Meeting at which they are elected until the end of the third such meeting after their appointment, but shall be eligible for re-election at that meeting.

24. No person may be elected as an Elected Trustee or appointed as a Co-opted Trustee unless he or she:

- (a) is a Member;
- (b) is aged 18 or above;<sup>5</sup>
- (c) is not disqualified from acting as a Trustee by virtue of section 69 of the Act (or any statutory re-enactment or modification of that provision); and
- (d) has indicated his or her willingness to serve as a Trustee.

25. Co-opted Trustees serve until the end of the next Annual Congregational Meeting following their appointment.

26. A Trustee shall cease to hold office if he or she:

- (a) is disqualified from acting as a Trustee by virtue of section 69 of the Act (or any statutory re-enactment or modification of that provision);
- (b) ceases to be a Member;
- (c) dies or becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
- (d) resigns as trustee by notice to the Trustees (but only if at least two Trustees will remain in office when the notice of resignation takes effect); or
- (e) is absent without the permission of the Trustees from all their meetings held within a period of twelve consecutive months and the Trustees resolve that his or her office be vacated.

### **Proceedings of the Trustees**

27. The Trustees may regulate their proceedings as they think fit, subject to the provisions of this constitution.

28. The Trustees must hold at least two meetings in each calendar year.

29. At their first meeting after an Annual Congregational Meeting the Trustees shall elect the following officers from amongst their number:

- (a) a chair. The Minister of the LEP will normally be Chair.<sup>6</sup>
- (b) a secretary; and
- (c) a treasurer.

30. Any two Trustees may request a meeting of the Trustees and the secretary must convene a meeting of the Trustees if requested to do so by any two Trustees.

31. Questions arising at a meeting must be decided by a majority of votes.

32. The person who chairs the meeting shall have a casting vote only.

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<sup>4</sup> Insert the circumstances in which trustees may be co-opted.

<sup>5</sup> May be reduced to 16 at the discretion of the LEP.

<sup>6</sup> This will be the Minister recognised by each of the participating denominations at the time the LEP is set up. In situations where the participating denominations allow for someone other than a minister to chair the meeting, the chair need not be a minister.

33. No decision may be made by a meeting of the Trustees unless a quorum is present at the time the decision is purported to be made.

34. The quorum shall be either:

- (a) two or the number nearest to one third of the total number of Trustees, whichever is the greater; or
- (b) such larger number as may be decided from time to time by the Trustees.

35. A Trustee shall not be counted in the quorum present when any decision is made about a matter upon which that Trustee is not entitled to vote.

36. If the number of Trustees is less than the number fixed as the quorum, the continuing Trustees or Trustee may act for the purpose of filling vacancies or of calling a Congregational Meeting but for no other purpose.

37. The minister or the person elected as the chair (as appropriate) shall chair meetings of the Trustees.

38. If the chair is unwilling to be present at two consecutive trustee meetings then the matter should be referred to the Participating Denominations as it reflects a serious situation.

39. The person appointed to chair meetings of the Trustees shall have the functions or powers conferred by this Constitution, or delegated to him or her in writing by the Trustees.

40. The Trustees may delegate any of their powers or functions to a committee of two or more persons, all or a majority of whom shall be Trustees, subject to such conditions (if any) as they think fit. All acts and proceedings of any such committee must be reported promptly to the Trustees.

41. The Trustees must keep minutes of all:

- (a) appointments of officers, employees and Co-opted Trustees made by the Trustees;
- (b) proceedings at Congregational Meetings; and
- (c) meetings of the Trustees and committees of the Trustees, including:
  - (i) the names of the Trustees or committee members present at the meeting;
  - (ii) the decisions made at the meeting; and
  - (iii) where appropriate, the reasons for the decisions.

### **Accounting and reporting**

42. The Trustees must comply with their obligations under charity law with regard to:

- (a) the keeping of accounting records for the Charity;
- (b) the preparation of annual statements of account for the Charity including a report by the Trustees on its activities;
- (c) the transmission of the statements of account and the Trustees' report to the members of the Charity; and
- (d) the preparation of an Annual Return and its submission with the annual statements of account and the Trustees' report to OSCR.

### **Powers of Trustees**

43. In order to further the purpose of the Charity the Trustees may:

- (a) raise funds, provided that in doing so the Trustees must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations;
- (b) apply for and accept grants and provide security in respect of obligations under grant agreements;
- (c) buy, take on lease or in exchange, hire or otherwise acquire any property and maintain and equip it for use;
- (d) where the Charity owns property, sell, lease or otherwise dispose of all or any part of the property, subject to such consents as are required by law;
- (e) borrow money and charge the whole or any part of the property belonging to the Charity

- as security for repayment of the money borrowed, subject to such consents as are required by law;
- (f) co-operate with other charities, voluntary bodies and statutory authorities and exchange information and advice with them;
  - (g) establish or support any charitable trusts, associations or institutions formed for any purpose connected with the purpose of the Charity;
  - (h) acquire, or enter into any partnership or joint venture arrangement with any other charity formed for any purpose connected with the purpose of the Charity;
  - (i) set aside income as a reserve against future expenditure but only in accordance with a written policy about reserves;
  - (j) obtain and pay for such goods and services as are necessary for carrying out the work of the Charity;
  - (k) open and operate such bank and other accounts as the Trustees consider necessary and invest funds and delegate the management of funds in accordance with the provisions of the Act;
  - (l) employ such staff as are considered appropriate for the proper conduct of the Charity's activities, and to make reasonable provision for the payment of pension and/or other benefits for members of staff, ex-members of staff and their dependants;
  - (m) effect insurance of all kinds (which may include trustees'/officers' liability insurance); and
  - (n) do all such other lawful things as may be incidental or conducive for the achievement of the purposes of the Charity.

#### **Application of funds**

44. The Trustees shall pay out of the income and property of the Charity all the proper costs and expenses of administering the Charity.

45. For the avoidance of doubt, none of the Charity's assets may be distributed or otherwise applied (on being wound up or at any other time) except to further its charitable purposes.

#### **Trustee benefits**

46. No Trustee or any person connected with a Trustee may receive from the Charity any payment of money or other material benefit (whether direct or indirect) except by way of:

- (a) reasonable remuneration or stipend paid to any Trustee who is a minister of the LEP;
- (b) reimbursement of reasonable out of pocket expenses (including hotel and travel costs) actually incurred in the administration of the Charity;
- (c) interest at a reasonable rate on money lent to the Charity;
- (d) a reasonable rent or hiring fee for property let or hired to the Charity;
- (e) an indemnity in respect of any liabilities properly incurred in or about the administration of the Charity (including the costs of a successful defence to criminal proceedings);
- (f) benefits received by the Trustee as a Member where such benefits are no different in nature or extent from those received by other Members; and
- (g) payment for employment or services authorised under clause 49.

In all circumstances the provisions of the Act shall be complied with.

47. The Trustees may employ, or engage under a contract for services, such of their number or any person connected to a Trustee as they may determine provided that:

- (a) the procedure set out in clause 49 is followed;
- (b) the Trustees are satisfied that it is in the interests of the Charity to employ or engage under a contract for services (as the case may be) the Trustee or connected person concerned;
- (c) the Trustees are satisfied that the terms of employment or engagement are reasonable and will be subject to regular and objective review; and
- (d) at no time may a majority of Trustees benefit directly or indirectly from payments made under this clause.



48. Whenever a Trustee or a person connected to a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or any committee, the Trustee or connected person concerned must:

- (a) declare an interest before discussion on the matter begins;
- (b) withdraw from the meeting for that item unless expressly invited by the chair to remain solely in order to provide information;
- (c) not be counted in the quorum during that part of the meeting; and
- (d) withdraw during the vote and have no vote on the matter.

49. For the purpose of clauses 46 to 48 a person is connected with a Trustee if considered to be “connected” in terms of the provisions of the Act.

### **Investment**

50. Funds which are not required for immediate use must be placed on deposit or invested.

51. Investments and other property of the Charity may be held:

- (a) in the names of the Trustees;
- (b) in the name of a nominee (being a corporate body registered or having an established place of business in the United Kingdom) under the control of the Trustees or of a financial expert acting on their instructions; or
- (c) in the name of a trust corporation as a holding trustee for the Charity which must be appointed (and may be removed) by deed executed by the Trustees.

### **Amendment of Constitution**

52. This Constitution (including the Schedule) may be amended at either an Annual or a Special Congregational Meeting provided that:

- (a) no amendment may be made to this clause that would have the effect of making the Charity cease to be a charity at law;
- (b) clauses 2 may not be amended without the prior written consent of OSCR;
- (c) members are given 21 days’ notice and resolve by not less than two-thirds majority of the Members present and voting; and
- (d) the resolution receives the approval of the Sponsoring Body and of the appropriate authority of each of the Participating Denominations.

53. A copy of any resolution amending this Constitution must be sent to OSCR as required by the Act.

### **Dissolution of Charity**

54. The Charity may be dissolved:

- (a) by a decision of the appropriate authorities of each of the Participating Denominations;  
or
- (b) by the Members with the approval of the appropriate authority of each of the Participating Denominations, coordinated by the Sponsoring Body.

55. If the Participating Denominations or the Members resolve to dissolve the Charity the Trustees will remain in office as charity trustees and be responsible for winding up the affairs of the Charity in accordance with the provisions of this Constitution.

56. The Trustees must collect in all the assets of the Charity and must pay or make provision for all the liabilities of the Charity.

57. The Trustees must apply any remaining assets in a manner agreed by the Participating Denominations either:

- (a) directly for the purpose of the Charity in a manner approved by the Participating Denominations; or
- (b) by transfer to the Participating Denominations equally or on some other equitable basis, to be used for charitable purposes only. If agreement cannot be reached by the Participating Denominations on the basis of division the matter shall be determined by an arbiter

- appointed by the Dean of the Faculty of Advocates whose findings shall be accepted as final; or
- (c) in such other manner as OSCR may approve in writing in advance.

58. In no circumstances shall the net assets of the Charity be paid to or distributed among the members of the Charity.

59. The Trustees must notify OSCR promptly that the Charity has been dissolved. If the Trustees are obliged to send the Charity's accounts to OSCR for the accounting period which ended before its dissolution, they must send OSCR the Charity's final accounts.

## SCHEDULE

### **The LEP**

1. The Charity:
- (a) gives effect to the local ecumenical partnership [*insert name....*] approved for the Area of Benefit by the Participating Churches;
  - (b) comprises the Participating Churches; and
  - (c) looks to the Sponsoring Body for support, encouragement and advice.

### **The Area of Benefit**

2. The Area of Benefit [to be determined by the participating denominations and when the Church of Scotland is involved shall comprise the Parish area as from time to time to be determined by the appropriate presbytery in conjunction with the other participating denominations].

### **The Participating Churches**

3. The Participating Denominations are:
- (a) [*name*];
  - (b) [*name*]; and
  - (c) [*name*].
4. The Participating Churches (which have originated the LEP) are:
- (a) [*name*];
  - (b) [*name*]; and
  - (c) [*name*].
5. The Appropriate Authority for each Participating Denomination is [to be completed in the context of the LEP in question.]

### **Christian Initiation and Belonging**

6. Baptism shall be administered according to the rite and/or practice of any of the Participating Denominations, or according to a rite approved by the Participating Denominations and shall be set, in normal circumstances, within an act of congregational worship. A register of baptisms shall be kept.

7. Those received into membership of the LEP by confirmation according to the practices of the Participating Denominations<sup>7</sup> shall become members of all the Participating Denominations, as well as members of the LEP.

8. Those received into membership of the LEP by transfer and extension of membership in consequence become members of all the Participating Denominations which have received them, as well as members of the LEP.<sup>8</sup>

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<sup>7</sup> This section will need to be considered for the LEP in question in the light of the practice of the each Participating Denomination, including *eg.* possibility of admission to Membership by resolution of Kirk Session.

<sup>8</sup> Membership discipline should be agreed in the context of the particular LEP in question in the light of the procedures of the

## **Worship**

9. The LEP shall respect the faith and practice of each of the Participating Denominations. Worship shall safeguard and present the doctrines, practices, traditions and developing traditions of each of the Participating Denominations and be conducted in accordance with denominational practices. A balanced and varied pattern of worship shall be aimed for in order to maximise the riches of each tradition and to enable the congregation to explore and express its ecumenical life and aspiration, while at the same time ensuring that worship is accessible and sustaining for all its members. [Ordained priests, ministers or other duly authorised persons shall preside at the Sacrament of Communion as permitted by the rules of the relevant Participating Denomination].

10. All those recognised as communicants by the Participating Denominations may receive the sacrament.

## **Ministry**

11. Authorised ministry within the LEP shall be provided by ministers (whether clergy or lay) duly appointed by the Participating Denominations.<sup>9</sup>

12. [There shall normally be a practice of alternating ministry between the Participating Denominations.] [*Where appropriate, state denomination(s) of ministers.*]

13. Newly appointed ministers shall be inducted/welcomed at a service at which they, other members of the ministry team, the LEP and representatives of the Sponsoring Body reaffirm the Ecumenical Vision Statement.

14. All ministers serving the LEP or be offered appropriate status as is permissible within all the Participating Denominations.<sup>10</sup>

15. Remuneration of Ministers shall be in accordance with the practices of his or her appointing Participating Denomination.

## **Relationship with the Participating Denominations<sup>11</sup>**

16. The LEP shall maintain a proper relationship to the appropriate local and regional bodies of the Participating Denominations fulfilling necessary constitutional requirements. These bodies are [here state the appropriate denominational bodies.]

17. To that end, meetings of the members of the LEP affiliated to a particular Participating Denomination (as opposed to meetings of the members of the LEP) may be held in order to meet the constitutional requirements of the Participating Denomination concerned.

## **Buildings**

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Participating Denominations.

<sup>99</sup> The procedures of the relevant Participating Denominations shall be followed in the appointment/call of ministers. Recognising, however, the importance of continuity, the LEP expects that those responsible for the appointment/call of ministers shall select persons who will respect and develop the ecumenical character of the LEP. [To that end, when it is expected that a minister or member of the ministry team serving the LEP may leave, or before any major changes in the responsibility of the minister presently in post are considered, or if additions to the ministry team are being contemplated, the agreed procedure of the Sponsoring Body shall be followed.]

<sup>10</sup> This application of this section should be explored and finalised in the context of the LEP in question.

<sup>11</sup> The Trustees shall be the equivalent of:

- a) [the Elders' Meeting in the case of the United Reformed Church];
- b) [the Kirk Session operating in terms of the Unitary Constitution thereof in the case of the Church of Scotland];
- c) [the Deacons' Meeting in the case of a Baptist Church]; [and]
- d) [the Methodist Church Council (according to Standing Order 611 of the Methodist Church)].

This section would require to be explored and finalised in the context of the LEP in question.

18. The premises of the LEP comprise [*insert description of the premises*] and in so far as are not owned by the Charity are owned as indicated:

**Ongoing development**

19. Other churches in or near the Parish may seek participation in the LEP at any time, subject to the agreement of the appropriate authorities of the Participating Denominations and the co-ordination of the Sponsoring Body.

20. The LEP looks to the Sponsoring Body to review its work and witness every five years, or sooner, with reference to its purpose set out in the Ecumenical Vision Statement<sup>12</sup> annexed to this Constitution.

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<sup>12</sup> Alter as necessary for the LEP in question.