

BASES OF ADJUSTMENT - FREQUENTLY ASKED QUESTIONS

This FAQ is intended to be read along with the various adjustments outlined in the PMP Act, and to accompany the Templates section in the Presbytery Planning page of the Church of Scotland website. There is a separate FAQ document relating to Team Ministry.

This is a live and developing document and so any new questions or comments should be sent to pcoffice@churchofscotland.org.uk

TM Team Ministry
 FTMWS Full Time Ministers of Word of Sacrament
 PMP Act Presbytery Mission Plan Act (Act 8, 2021)

1.	<p>What is the difference between various types of adjustment in a Presbytery Mission Plan? See PMP Act – section 7.</p>
2.	<p>How does congregational voting work on a Basis of Adjustment? Section 8 of the PMP Act contains provisions about voting on a Basis of Adjustment, which must be followed.</p> <p>In addition, here are some points which might arise in practice:</p> <p>Where a linking of congregations moves to a union of those same congregations under the existing minister – there only needs to be one vote by each congregation on the Basis of Union (i.e. no separate vote on the ministry clause).</p> <p>Where the double voting process is followed, for example on the union of congregations where one is vacant and one has an incumbent minister, and the first vote is FOR (i.e. in favour of the Basis of Union apart from the ministry clause) and the second vote is AGAINST, Presbytery may move instead to a Basis of Deferred Union, where the union will take effect only on the demission of the incumbent minister, or to some other form of adjustment.</p>
3.	<p>Where a union has to be deferred because an incumbent minister is in post in one of the congregations, can other vacant congregation(s) proceed to call a minister (who in due course will become minister of the united charge)? In principle this is exactly what Presbytery may wish to do; however, if the calling of a minister to the vacant congregation would cause the allocation of ministries in the PMP to be exceeded, permission must be given by PMPIG in accordance with the separate note on this.</p>
4.	<p>Who should Presbytery notify about a Basis of Union etc? All Bases of Adjustment should be sent to presbyteryplanning@churchofscotland.org.uk and pcoffice@churchofscotland.org.uk. It is helpful if you can send these in draft for review before they are voted on; then please also send the final versions along with a Presbytery extract minute once they have been approved.</p> <p>In addition, a Basis of Union or Basis of Deferred Union needs to be sent to the Law Dept in accordance with the separate note: Guidance Note on Unions.</p> <p>In order to allow a response to be provided as quickly as possible, it would be really helpful if Presbytery can appoint one person (e.g. the Presbytery Planning Convener) to be the contact point to submit all the Bases of Adjustment</p>

	<p>from the Presbytery, and if that person can first check them against the Templates (as far as possible – there may of course be amendments according to local circumstances) and also make sure all the details are correct and in conformity with the Presbytery Mission Plan.</p>
5.	<p>How should the new charge be named? Where there is a linking, the convention is to list the congregations in alphabetical order (regardless of the size of the congregations).</p> <p>In a union, there is guidance about the naming of the new united charge - see the separate note on naming.</p>
6.	<p>Where there is a union, do all elders from the constituent Kirk Sessions continue on into the new Kirk Session of the united charge? It is normal practice for this to be the case, but where this would create an unmanageable number of elders, some provision for inviting elders to consider whether they wish to continue, or to take a sabbatical, or to move to serving for a fixed term, should be considered. All constituent congregations should be proportionately represented in the new Kirk Session.</p> <p>It is the established practice of the Church that:</p> <ol style="list-style-type: none"> 1. as the united Kirk Session is not a new Kirk Session but a continuation, the elders have the right to continue in office; and 2. it is for the Kirk Session not Presbytery to decide on its membership. <p>The following section of deliverance was passed at the General Assembly of 2022:</p> <p><i>Urge Kirk Sessions and Presbyteries when planning the union of congregations to consider the numerical size and composition of the united Kirk Session and also whether use might be made of fixed term appointments, bearing in mind the efficient operation of that court.</i></p> <p>Act X 1932 (section 6) says that fixed term appointments should be agreed in advance of the appointment of the person as an elder so they do not really apply to existing elders. However, it is suggested that this should not prevent sensible agreements being reached as to the composition of the Session of a new charge. It is suggested that practical conversations should take place locally to decide who should serve on the Session in the new context in order to enable the Session to function as efficiently as possible. The opportunity should be taken to encourage inactive elders to resign from the Kirk Session, reminding such elders that otherwise they remain corporately responsible for Session decisions and offering them the opportunity to remain noted on a separate list maintained by the Session Clerk as elders who are not members of the Session.</p>
7.	<p>How does Giving to Grow work in a union or linking? There are three components in GtG which are calculated as follows for all charges:</p> <p>Ministry Here: Calculated by taking 50% of the charge’s assessable income up until the charge’s own minister(s) of word and sacrament is/are paid for.</p> <p>Ministry Elsewhere: Calculated by taking 35% of excess income which is any assessable income over twice the cost of the charge’s minister(s) of word and sacrament. The maximum amount that Ministry Elsewhere can be is 1.5 times the cost of the ministry the charge receives.</p> <p>Shared Activities: Calculated by taking 10% of the Charge’s assessable income.</p>

Therefore, Giving to Grow is calculated based on three main variables: the assessable income of a charge, the cost of a minister of word and sacrament to that charge and the number of full-time equivalents of word and sacrament in that charge.

In a linking: The total contribution for the charge shall be apportioned among each congregation in the charge on a pro-rata income basis, i.e. in proportion to the contribution of income each congregation makes to the total income of the charge. This does mean that if the income of one congregation falls or increases, there may be a corresponding increase or fall in the GtG Contribution of the other congregation(s) in the charge.

In a union: Where there is a union with one FTMWS, the GtG calculation will be made by reference to the cost of one minister and it will be the assessable income of the united charge that applies for GtG. Where there is a Team Ministry with more than one MWS, the calculation is made by reference to the number of full-time equivalents allocated to that charge.

For more information on Team Ministry GtG, see the Team Ministry FAQs.

For more information on Giving to Grow see: <https://www.churchofscotland.org.uk/about-us/stewardship-finance-and-trusts/congregational-contributions-giving-to-grow>