

# TEAM MINISTRY FREQUENTLY ASKED QUESTIONS

This FAQ is intended to accompany the Team Ministry section in the Presbytery Mission Plan Act 2021 and to provide answers and guidance regarding Team Ministry for Congregations, Kirk Sessions, Presbyteries and Ministers.

This is a live and developing document and so any new questions or comments should be sent to [TeamMinistryEnquiries@churchofscotland.org.uk](mailto:TeamMinistryEnquiries@churchofscotland.org.uk)

TM	Team Ministry
FTMWS	Full Time Ministers of Word of Sacrament (see Q1)
PMP Act	Presbytery Mission Plan Act 2021

1.	<p><b>What is a TM?</b></p> <p>Team Ministry is provided for in section 7(10) of the PMP Act.</p> <p>The Act says that TM can be created in two different ways. One is where there is one inducted minister (FTMWS) along with others (such as a deacon, OLM and/or MDS appointments). This type of arrangement was possible before the PMP Act.</p> <p>The other type of TM is one where there is more than one inducted FTMWS. The overall charge will have two or more “team ministry charges”. The team may also include others, again such as a deacon, OLM or MDS.</p> <p>These FAQs apply only to a TM whose members include more than one inducted FTMWS as this is the new type of adjustment now possible under the PMP Act and many questions are arising in practice as Presbyteries consider where TM is helpful in achieving its missional aims under the Mission Plan.</p> <p>Although these FAQs refer to FTMWS for ease of reference, a minister can be inducted on a full time or part time basis including in a TM.</p>
2.	<p><b>Does a TM require a particular Basis of Adjustment?</b></p> <p>Where there is a TM of the first type mentioned in Q1 (with only one FTMWS), there is no need for a Basis of Adjustment. There is only one inducted FTMWS and the other roles will be determined in the usual way e.g. in a contract of employment for staff or Presbytery appointment for an OLM. Such teams should be described in the Mission Plan.</p> <p>Where there is a TM of the second type mentioned in Q1, with more than one FTMWS, this is a new arrangement permitted under the PMP Act. It requires a Basis of Team Ministry to describe the roles and responsibilities of each of the FTMWSs, one of whom will have the Moderator role attached to it. These are distinctive roles and separate TM charges in their own right, within the wider parochial charge. Even if not currently vacant, it is worthwhile thinking through what you would put in a parish profile about each role as a way of seeing whether the roles can be clearly described. There is a template Basis of Team Ministry in the “Presbytery Planning” section of the website.</p> <p>Although the team may also include other members such as staff or OLMs, these roles will be governed by the relevant contract of employment, Presbytery appointment etc, and care should be taken to ensure that the Basis of Team Ministry does not impact on these.</p>

	<p>The creation of a TM will also require a Basis of Union to create the overall charge, within which there will be two or more TM charges to which the FTMWSs will be inducted. TM charges are reviewable charges which means that a Basis of Reviewable Charge will also be required, except where sitting ministers on unrestricted tenure become part of a TM.</p> <p>The Basis of Union (Ministry clause) should say something along these lines:</p> <p>“Ministers: Ministry in the united charge shall be supplied by a Team Ministry of two [<i>or specify the number set out in the PMP</i>] Ministers or Word and Sacrament with the roles and responsibilities as set out in the accompanying Basis of Team Ministry.</p> <p><i>[If the FTMWS are already in place, they can be named here or, if there is a vacancy, reference will be made to the Basis of Reviewable Charge].</i></p> <p><i>If there are non-FTMWS members of the team described in the PMP, they can also be mentioned here but no further detail need be given (for example, “In terms of the PMP, it is also intended that an OLM and MDS will be appointed”).</i>”</p>
3.	<p><b>How are votes taken by congregations on the creation of a Team Ministry?</b></p> <p>Section 8 of the PMP Act contains provisions about voting on a union although not every situation is covered in detail including in relation to TM. The key principle is that the congregations have the opportunity to approve the Basis of Union with a Team Ministry as a general principle, and also to agree to any incumbent minister who will be part of the Team Ministry in the united charge (except that congregations with a minister already do not vote on their minister becoming part of the united charge).</p> <p>In the case of a Basis of Union with two congregations, where one congregation is vacant and the other has an incumbent minister, and where there is to be a Team Ministry with two FTMWS - the congregation with an incumbent minister will vote on the Basis of Union as a whole; the vacant congregation will follow the double voting process, with one vote on the Basis of Union except for the ministry clause, and a separate vote on the ministry clause. Should the first vote be FOR, and the second vote be AGAINST, Presbytery may move instead to a Deferred Union to take effect when both congregations are vacant, or to some other form of adjustment (subject to PMPIG being satisfied regarding the overall allocation of ministers in the Presbytery).</p> <p>Where there is a Basis of Union between three or more congregations, where one is vacant and the others have incumbent ministers, and where there is to be a Team Ministry with multiple FTMWSs – all congregations will follow the double vote process i.e. they will all vote on the Basis of Union except for the ministry clause, and then a separate vote on the ministry clause. This is required because they are all relinquishing the right to have their own sole minister, and they all need to agree to the other incumbent ministers becoming part of the team.</p>
4.	<p><b>What IMs are needed in a TM if there is a vacancy?</b></p> <p>If the Moderator of the Kirk Session role is vacant, the Presbytery will appoint an IM from outwith the TM.</p> <p>Where another TM role is vacant, the Presbytery will still appoint an IM, again from outside of the TM. Although the IM does not need to moderate the KS for routine matters, they will be required to deal specifically with vacancy business (which the Moderator should not be involved in).</p>
5.	<p><b>What is the process of calling a FTMWS into a TM?</b></p> <p>This follows the normal processes as outlined in the Vacancy Procedure Act 2003.</p>

	<p>Where there is more than one TM vacancy, it is up to the Presbytery to determine how the vacancies are to be filled. The Presbytery may decide to fill, for example, the Moderator role first, and then the other(s) – equally, it may decide to seek applicants for both/all the roles at the same time.</p> <p>Where there is a FTMWS already in place within the TM, that FTMWS should not be involved in the process for seeking another FTMWS to fill another role within the TM. It would be reasonable for any applicants to meet with the existing FTMWS in the TM and to answer any questions, but the existing FTMWS should not take any part in decision making or seek to influence the Nominating Committee.</p>
6.	<p><b>How does the role of Moderator to the Kirk Session operate in a Team Ministry?</b></p> <p>There will be a single Kirk Session for the united charge. The Basis of Team Ministry will designate the team ministry charge whose FTMWS will be the Moderator of the Session. This is required by the PMP Act; the Presbytery has to know who is responsible for good order in the charge.</p> <p>In line with existing practice, the role of Moderator can be appropriately delegated. This existing practice requires that such delegation is authorised in writing by the substantive moderator and the business of the meeting is defined within such delegation. See the Kirk Session Meetings Act (Act 6, 2004).</p> <p>The current provisions in the PMP Act do not permit rotation of the role of Moderator of the Kirk Session.</p>
7.	<p><b>Do members of a TM become part of the Kirk Session?</b></p> <p>All Ministry members of a Team Ministry are full members of a Kirk Session - see section 6.2 of the Church Courts Act 2023 which says:</p> <p>6.2 An associate Minister or parish Deacon introduced in terms of section 32(4) of the Vacancy Procedure Act (Act VIII 2003), shall be a member of the Kirk Session. <b>Where there is a Team Ministry, all Ministers shall be members of the Kirk Session.</b> Any other Minister or Deacon may be associated in the practical work of the Kirk Session of the congregation on the invitation of the Kirk Session, with the right to attend meetings and to speak, but not to vote, and shall not be a member of the Kirk Session.</p>
8.	<p><b>How are the roles of the team members designated in a TM?</b></p> <p>Duties and responsibilities, in broad terms, should be discussed, consulted and negotiated locally in accordance with the mission narrative in the PMP, then set out in the Basis of Team Ministry. Within the team, the details of how these will be carried out will be the subject of ongoing discussion and agreement. The vision for the Team Ministry shall also be reflected within Local Church Review.</p> <p>It should be noted that, although the team may include members other than the two or more FTMWS, the main focus of the Basis of Team Ministry is to describe the roles and responsibilities of the FTMWS. For any other members of the team, these will already be set out elsewhere, such as in an OLM appointment or MDS contract of employment. Care should be taken in the Basis of TM not to override these other arrangements.</p> <p>We recommend that different charges within a Team should be clearly identified, for example by use of Charge A, Charge B etc. This is preferable to naming charges by remit, as remits can be changed.</p> <p>In the context of a vacancy, the scoping of the FTMWS role(s) will be contained in the parish profile. The parish profile will reflect the content of the Basis of Team Ministry and will indicate who will serve as Moderator of the Kirk Session.</p>

9.	<p><b>Should one of the FTMWS in a TM be the team leader?</b></p> <p>The PMP Act does not stipulate that there should be a team leader or someone in charge. It is suggested that someone be appointed as “Team Co-ordinator” and, depending on the team and the roles, this might or might not be the Moderator of the Kirk Session.</p> <p>Where the role of Team Co-ordinator changes, this should be recorded in the minutes of the Kirk Session and reported to the Presbytery.</p>
10.	<p><b>How are decisions made in a TM?</b></p> <p>It will be down to local parties to determine how work within the team is allocated, coordinated and led. The mission narrative contained within the current Presbytery Mission Plan will set the missional goals and expectations to which the team must work.</p> <p>Although each FTMWS has a team ministry charge within the wider charge, they are expected to work together, and responsibility and accountability are expected between them. Where decisions have to be made, the Basis of TM will usually specify that these will be on a majority basis, although other arrangements are possible. Where there are other members of the wider team e.g. OLMs or MDS, care should be taken in the Basis of TM to specify where such wider team members are expected to contribute to decision making and where decisions are made by the FTMWSs.</p>
11.	<p><b>How are issues of conflict or dispute managed in a TM?</b></p> <p>Wherever possible, issues of conflict or dispute should be resolved locally and informally.</p> <p>The Basis of TM must include a dispute resolution process, which applies only to the FTMWSs (the other team members, such as OLMs and MDS, will have their own processes for supervision, complaints and disputes).</p>
12.	<p><b>What is the tenure of those in a TM?</b></p> <p>TM charges are reviewable charges, except for existing ministers on unrestricted tenure moving into a TM whose status will not change.</p> <p>Care should be taken in the situation where one of the FTMWS is on unrestricted tenure because they were in post before the TM was formed, and another FTMWS is then called on a Basis of Reviewable Charge. There is potential for confusion or even conflict, if the team roles of the FTMWSs are not set out clearly in the Basis of TM, and if the review criteria in the Basis of Reviewable Charge do not tie in with the specific role of the newer FTMWS – otherwise it could look as though one minister is subject to review and the other is not, which is not the case.</p>
12.	<p><b>Are all FTMWS posts entitled to a manse and manse arrangements as per parish ministry?</b></p> <p>Yes.</p>
13.	<p><b>How does Giving to Grow work in a TM?</b></p> <p>Underpinning a Team Ministry is likely to be a union of multiple congregations, so the wider charge’s assessable income would be that of the assessable income of the new united congregation.</p>

The cost of a FTMWS includes the stipend (at the top end of the scale) plus employer's national insurance, pension, death in service and ill health contributions. The number of full-time equivalents allocated to that charge is taken at the 31 August each year.

In TM if there were, for example, 3 FTMWS in the charge, the Ministry Here component could take 50% of income up to maximum of the cost of 3 full time ministers. The Ministry Elsewhere component would also take this number into account – only taking 35% of anything over twice the cost of these 3 full time ministers. The Shared Activities component remains consistent whether there is 0.5 FTE of a minister of word and sacrament or 4 ministers of word and sacrament – it will take 10% of the assessable income.

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