

# The Presbytery of Duns

## LOCAL CHURCH REVIEW

### Part 1



## FACTS and FIGURES

St Andrew's Wallace Green and Lowick  
Congregation

## 1.1 BASIC FACTS AND FIGURES

The visiting team ask that you complete this in advance of their visit. This will help them with their preparation instead of using their time with you to ask these basic questions. Some may not be applicable to your congregation and most require only a yes/no answer. However, where explanation or detail is required please type in the relevant box and it will expand to fit your text.

1.3.1	Is the administration of the Sacrament of Baptism of infants in accordance with Act V, 2000?	<b>Yes</b>
Comments: More frequently parents request a Service of Thanksgiving in preference to full Baptism once they understand the importance of the promises they would make.		
1.3.2	Are office bearers representative of congregation and parish in terms of age and gender?	<b>No</b>
Comments: Although probably representative of the congregation in terms of age and gender, the make-up tends to be skewed towards the older generation, significantly more than in the general population (see part 2 for analysis)		
1.3.3	Does your congregation have the Unitary or Model Deed of Constitution?	<b>Model</b>
Comments: Currently operate to a Model Constitution reviewing with a thought to change to Unitary.		
1.3.4	Do you have any paid employees? This does not include your Minister.  If Yes, please give details in comment box.	<b>Yes</b>
Comments: Our only employed person is our cleaner. Our organist (and reliefs) are self-employed. On the resignation of the previous beadle, it was impossible to find a replacement. Therefore, the paid position has been frozen, with the duties now being carried out by a rota of helpers.		
1.3.5	Is the Manse Condition Schedule up to date and is the Manse inspected annually?	<b>Yes</b>  <b>Yes</b>
Comments: see part 2 for detail		

1.3.6	<p>Have recent property survey findings and recommendations been implemented?</p> <p>Please confirm the date of the last major inspection by Presbytery of Church, hall and manse.</p>	<b>Yes</b>
<p>Comments: Quinquennial survey carried out on manse in January 2012 &amp; Church in June 2012 (no hall)</p>		
1.3.7	<p>Charities and Trustee Investment (Scotland) Act 2005 states that Charity trustees (or connected persons) cannot be remunerated unless certain conditions are met. Do any of your trustees receive any remuneration</p>	<b>Yes</b>
<p>Comments: Yes our Trustees do receive remuneration. One Trustee receives a salary from her role as the Church cleaner. A review of what is paid is carried out annually. The Minister and other Trustees are in receipt of expenses to allow them to do necessary work on behalf of the Church. There are also Trustees who are tradesmen and they are used for the fabric of the Church. These transactions are conducted under normal business terms.</p>		
1.3.8	<p>Has your financial court adopted the General Assembly approved Bribery and Procurement Policy as instructed by Presbytery in November 2012?</p>	<b>Yes</b>
<p>Comments:</p>		

### 1.3.2 BASIC FACTS AND FIGURES continued – Safeguarding

Presbytery must ensure that Safeguarding Provisions are in place even if you don't have children in your congregation as all congregations must also now comply with the regulations for the protection of vulnerable adults.

		Yes	No
1.2.1	Is the Church's 2010 Policy Statement on Safeguarding displayed in church premises and made accessible to the congregation?	✓	
1.2.2	Has Kirk Session appointed a Safeguarding Co-ordinator?	✓	
1.2.3	Has the Co-ordinator's name been passed to the Presbytery Safeguarding Contact and the Church of Scotland's Safeguarding Service?	✓	
1.2.4	Has the Co-ordinator undergone training by a trainer accredited by the Safeguarding Service?	✓	
1.2.5	Has the Kirk Session appointed two or more others to work with the Co-ordinator in operating a Safeguarding Panel?	✓	
1.2.6	Are all appointments of persons working with children and/or vulnerable adults reported to and minuted by the Kirk Session?	✓	
1.2.7	Is a register of all workers maintained by the Safeguarding Co-ordinator; has this been inspected and found to be up to date and in order, and has the <b>Presbytery's</b> Safeguarding Contact received two copies? Are past years' copies of the form stored?	✓	
1.2.8	Are all completed application forms, job descriptions and other schedules retained on file, viewed and found to be in order?	✓	
1.2.9	Have all workers been issued with the Church's 'Safeguarding and adults at Risk' Summary Card?	✓	
1.2.10	Have all volunteers/employees been encouraged to attend Safeguarding training?	✓	
1.2.11	Have all volunteers/employees been made aware of the procedures to be followed in the event of an allegation or declaration of harm or abuse?		✓
1.2.12	Are Kirk Session, Minister, Co-ordinator and Safeguarding Panel aware of the policy for 'Including Those Who May Pose a Risk' and the procedures and support for working with convicted offenders?		✓
1.2.13	Have members of the Kirk Session attended Safeguarding Training for the recruitment, management & support of workers they appoint?		✓
1.2.14	Is the Kirk Session implementing the Church's Safeguarding policies & procedures?	✓	
1.2.15	Is the Kirk Session implementing the Church of Scotland Data Protection Policies.	✓	

Date:	Signature of Leader of Visiting Team:
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## 1.3.3 Statistical Information

### 1.3.1 Worship

Describe the pattern of worship in your congregation including evening, lunchtime, care home services, messy church etc. Use a new section for each worship event.	average numbers attending in each age group	
<p>Sunday service: Lowick and St Andrew's Wallace Green combined. (This information given is an average over the first 4 Sundays in Dec 2013) - we were expecting a review earlier in 2014)</p> <p>Sunday Club does not meet every week but numbers reflect the young people who do come on these Sundays.</p>	under 16	16
	16 - 24	
	25 - 44	12
	45 - 59	17
	60 - 74	27
	75+	30
<p>Tweed View Care Home service (once per month) includes staff and congregational members who attend.</p>	under 16	
	16 - 24	
	25 - 44	
	45 - 59	4
	60 - 74	4
	75+	20
<p>Communion service: Lowick and St Andrew's Wallace Green combined. Average over the last four communion Sundays, spread over two services = 135 - we have no information about the specific demographics, but feel it is similar to that for normal Sundays.</p> <p>The Sunday Club takes place on Communion Sundays, which are celebrated 4 times per year over two services - sometimes in Lowick and sometimes in Berwick. Another communion celebration takes place on Maundy Thursday.</p>	under 16	
	16 - 24	
	25 - 44	
	45 - 59	
	60 - 74	
	75+	
<p>Informal evening service (once per month)</p>	under 16	
	16 - 24	2
	25 - 44	
	45 - 59	5
	60 - 74	8
	75+	3

Messy Church – This has been done once during Easter 2014.	under 16	15
	16 - 24	
	25 - 44	
	45 - 59	
	60 - 74	
	75+	
Service for those who find Christmas difficult	under 16	
	16 - 24	
	25 - 44	
	45 - 59	
	60 - 74	15
	75+	
Big Christmas Sing – a event organised by the Minister and run in cooperation with local schools in aid of Christian Aid – approx. attendance: 400	under 16	
	16 - 24	
	25 - 44	
	45 - 59	
	60 - 74	
	75+	

**How frequently is the Sacrament of Holy Communion celebrated?** Five times: 4 Sundays (two services) and Maundy Thursday (evening service)

### 1.3.2 Membership

<b>Current Number on Communion Roll</b>	2013 -	380	<b>Current age profile of members (approximate):</b>	16 - 24	5
	2012 -	389		25 - 44	15
	2011 -	404		45 - 59	60
	2010 -	416		60 - 74	100
	2009 -	433		75+	200
	<b>Number in recent years at 31 December:</b>				

<b>Number of new members admitted by Profession of Faith</b>	2013 -	4	<b>Number of new members admitted by Resolution of the Kirk Session</b>	2013 -	4
	2012 -	0		2012 -	3
	2011 -	0		2011 -	5
	2010 -	0		2010 -	4
	2009 -	0		2009 -	1

### 1.3.3 The day to day life of the congregation

	Male	Female	Average age	How often do you meet?	Are minutes printed and circulated?
<b>Elders (at 14/08/14)</b>	8	14	70?	9 x annum	Yes
<b>Elected Board Members</b>	5	1	68?	5 x annum	Yes
<b>Staff member details other than minister (associate minister, secretary, youth worker, etc.)</b>	Cleaner (Part/time) Organist (Self-employed)				
<b>How many baptisms or blessings per annum?</b>	2013 Baptisms		1		
	Blessings		8		
<b>Adult baptisms/blessings in brackets.</b>	2012 Baptisms		7		
	Blessings		0		
	2011 Baptisms		9		
	Blessings		0		
	2010 Baptisms		11		
Blessings		0			
2009 Baptisms		11 (2)			
Blessings		0			
<b>How many weddings per annum?</b>	2013 -		2		
	2012 -		2		
	2011 -		1		
	2010 -		2		
	2009 -		1		

<b>How many funerals per annum?</b>  <b>Please indicate members/parish or community funerals</b>  <b>e.g. 2013    4 / 5</b>	2013 -	8 / 5
	2012 -	15 / 16
	2011 -	11 / 15
	2010 -	17 / 10
	2009 -	10 / 20
<b>Please tell us about specific demands of your situation (exceptional number of funerals, Chaplaincies, etc.) and ways of sharing responsibilities.</b>		

### 1.3.4 Education/Fellowship

#### Numbers involved in Christian Nurture

#### Describe the type of groups

<b>Pre-school</b>	up to 5 years		
<b>Children</b>	5 – 12 years	9	Fortnightly Sunday Club that meets during the Church Service at SAWG.
<b>Teens</b>	13 – 18 years		
<b>Young Adults</b>	19 - 25 years		
<b>Adults</b>	<b>25+</b>	6	Occasional study groups – last one met in the summer of 2013.
		6	Weekly prayer group



### 1.3.5 Finance

	2009	2010	2011	2012	2013
Total income (1)	57589	51612	51762	54809	47811
Total offerings (2)	46465	44682	44677	47418	39187
Per capita giving (3)	107	107	111	122	103
Number of people giving under Gift Aid	74	100	110	86	N/A
Ministries and Mission contribution	36843	36829	35633	35993	34916
Balance in reserve funds	151466	137420	126492	154430	134381

**Note 1 - Total income** includes Total Offerings together with income from annual sales of work, donations from organisations plus extraordinary income used for general purposes; for example, the income from an invested legacy. Figures do not include income from restricted funds, legacies, general trustees and fundraising.

**Note 2 - Total offerings** includes offerings from Plate, WFO, Banker's Orders, Gift Aid, Tax recovered on Gift Aid, other donations including Gift Days, etc. (It should be the bottom line figure at end of part 1 of the financial Schedule)

**Note 3** - Per capita giving is total offerings divided by membership roll plus adherents.

**Note 4** - Figures for Gift Aid to include spouse members - a couple equals 2 Gift Aid givers.